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22 June 1954

MEMORANDUM FOR: Chief, Classification and Wage Division

SUBJECT : Request for Reclassification of Position

REFERENCE : Your memo to DTR, dated 11 May 1954, subject:  
"Processing of Classification Requests Pending  
Approval of New Office of Training Table of  
Organization."

1. In accordance with the referenced memorandum, it is requested that Position No. U-645, Clerk GS-6, Basic Training Division, Interim Training Branch, be reclassified as a Fiscal Accounting Clerk (Typing) GS-6.

2. It has been planned for some time to have this position established in the new Table of Organization, currently pending approval. Since the classification of new positions on this T/O will be delayed temporarily, it is requested that this position be established at this time. This is necessary because of the contemplated increase in the work load of the Budget and Fiscal Branch, OTR, which, in the very near future, will initiate an obligation system similar to that employed by the Finance components of the DDP complex. This system has been discussed at some length with members of the Technical Accounting Staff, Office of the Comptroller, and it is generally agreed that this new system, while resulting in better financial control, will also place increased demands for additional experienced clerical personnel on the Budget and Fiscal Branch, OTR. In this respect, we are currently considering an experienced individual for the proposed position, but we hesitate initiating any reassignment papers until a properly classified position is made available for this individual who is a qualified Fiscal Clerk.

3. In view of the foregoing, it is requested that this matter be given your earliest attention.

FOR THE DIRECTOR OF TRAINING:

  
Chief, Administrative Staff, OTR

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